## KYVL ENDEAVOR CONSORTIUM GUIDELINES FOR ADDING NEW CLIENTS January 2006

# I. New clients will be added to the KYVL Endeavor Consortium based on the following:

- 1. New clients are responsible for providing adequate on-site infrastructure support.
- 2. New clients will share in the cost of the consortial operation based on the schedule set out in Section III.
- 3. Hub sites have adequate capacity to accommodate the load without degrading the established system performance standards.
- 4. New clients will set aside contingencies set out in Section III for any new software or hardware support that is needed for the Consortium.

### II. Application process for new clients:

- 1. Potential new clients contact the KYVL Director to explore options of whether they wish to be an "add-on" or a "peer" library:
  - 1.1. Add-on Library: A library whose data will be loaded onto an existing hub and for whom no direct relationship with Endeavor exists, with the possible exception of initial data migration and training. The HOSTING CUSTOMER is responsible for all support of an ADD-ON LIBRARY including server maintenance and software support. Invoices may be issued to either the HOSTING CUSTOMER or the ADD-ON LIBRARY; this will be determined on the purchase order.
  - 1.2. Peer Library: A library whose data will be loaded onto an existing hub, but for whom a direct relationship with Endeavor will exist for the duration of their use of the Voyager software. HOSTING CUSTOMER is responsible only for server maintenance issues for a PEER LIBRARY. Invoices may be issued to either the HOSTING CUSTOMER or the ADDON LIBRARY; this will be determined on the purchase order.
- KYVL contacts both the University of Kentucky and University of Louisville hub sites to determine hub site. Factors will include system load, network capabilities, and support needed.
- 3. KYVL, hub site, and new library establish tentative time schedule.

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- 4. KYVL notifies hub site, new library, and UofL (as the customer who can execute contract addenda) that KYVL approves the addition of new library to the consortium.
- 5. KYVL notifies UofL and Endeavor to prepare Addendum for the new library using appropriate standard language dependent upon peer or add-on status.
- 6. Endeavor sends addendum to new library for appropriate signature. New library executes and returns to UofL for final execution prior to sending it back to Endeavor. If hub site is UK, UofL forwards addendum to UK for signatures. UK then returns it to UofL for forwarding to Endeavor.

#### III. Costs:

Please contact Enid Wohlstein, KYVL Director, for the cost scheme.

#### Contact information:

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